

**ADMINISTRATIVE - INTERNAL USE ONLY**

11 December 1975

MEMORANDUM FOR: Executive Assistant, Office of Personnel

SUBJECT : Highlights of Activities for the Control Division  
for the Week Ending 11 December 1975

I. Highlights of activities for this Division for this week are as follows:

A. A listing of all of the applicants, who were disqualified during the past eleven months by the Medical panel, was given to Ms. [REDACTED], Pers/SPD. The files of these applicants are to be reviewed by the Director of Medical Services to determine if there was any racial discrimination involved in the disqualifying of these applicants.

B. Three reports derived from CRT queries were distributed this week:

1. Mr. [REDACTED] PS, was sent a tabulation of all SD-D full time permanent personnel sorted by grade, by year of birth with spread totals by functional category;

2. Mr. [REDACTED] was also given a tabulation of all SD-D FTP personnel by sub-category, by headquarters, by office with spread totals by functional category; and,

3. Mr. [REDACTED] OJCS, was given a listing of all OJCS and SD-MZ personnel by month of birth by name.

C. Mr. [REDACTED] Pers/RS, requested that new forms be drawn for the summary statistics for the Annual Personnel Plan. He was supplied with 19 individual forms.

D. Mr. [REDACTED] Pers/SPD, requested assistance in reviewing the impact of projected gains, losses, and promotions on the MF CSGA. The results showed negative headroom at most grades until a cadre of 15 unallocated positions was added into their CSGA to offset personnel in training, homeleave, etc.

E. Mr. [REDACTED], OD/Pers, was given a tabulation of personnel in CI and SE by field and sub-category.

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F. C/TRB met with PMCD, OJCS, Office of Finance and ADRS representatives on 8 December 1975 to discuss interim procedures for implementing the exemptions provisions of the Fair Labor Standards Act.

G. C/Files Section, after searching for a lost OPF for six months--discovered that the Office of Medical Services had combined the Official Personnel Folder with their soft file. Also a file lost for four months was discovered--a job number on our records center filing system had not been changed as a result of a conversion in the numbering system in 1963.

H. C/TRB met with C/CRS personnel on 9 December 1975 to review and suggest additions to the administrative agreement for Details into CIA from DIA and responsibility for a Military Biographics Program.

I. C/Position Control Section received the WP Pay Change Notification cards from OJCS on Friday, 5 December 1975 and discovered that the effective dates on the cards were wrong. As a result, the cards had to be reprinted and were received on 9 December, verified and mailed out to the appropriate offices that day.

J. Two of our Quinn-Data machines in the TRB/Status Section are in need of repair. We have been trying, without success, to contact the repairman, Mr. Dave Fletcher, to fix the machines for over two weeks. The problem has been turned over to the Office of Logistics, Procurement Division for resolution.

K. Chiefs TRB, QAB, and SRB are working on the development of effectiveness indicators for concerned mission and activities.

L. Qualifications Analysis Branch activities:

1. 8 Biographic Profiles were prepared;
2. 82 Biographic Profiles were updated;
3. 70 Biographic Profiles were furnished "As Is";
4. 3 Employee Files (32 lines) were coded;
5. 333 Cases (981 lines) - Coding updated;
6. 315 Language data record forms were coded and posted to the language roster.
7. 3,976 Sheets were xeroxed.

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8. The DDI/Management Staff requested information on all language skills of all employees in the entire DDI Career Services. Xerox copies of DDI language skills were prepared from the Report-161D. The DDI/Management Staff sent an employee over immediately from Headquarters to pick up this listing.

M. OP/RAO reports that Mr. [ ] of ISAS/DDD and Mr. A. York, Xerox Representative will be making a survey on copy (copier) requirements, performance, maintenance service, copy quality, etc., of Xerox copiers in DDA beginning 11 Dec 1975 in the buildings located outside the Rosslyn area. Xerox copiers used by offices in Magazine Building which will be vacating the building were surveyed during the past week.

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#### N. Special Projects Report

Activity - Senate Select Committee - [ ]

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Branch: TRB

Personnel

	<u>Hours</u>	<u>Grade</u>
	2 hrs. 45 min	GS-09
	3 hrs.	GS-06
TOTAL	5 hrs. 45 min	

#### II. Anticipated goals for the next week:

A. Work will continue on drawing the specification sheets for the CENQUAL project. The specifications will be completed and possibly sent to OJCS by the end of the week.

B. C/SRB will go to one day of Virtual Machine training on 11 December. (Purpose: Enable non-programming specialist to write computer programs.)

[ ]  
Chief, Control Division

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#### Distribution:

Orig & 1 - Addressee  
1 - DD/Pers/P&C  
1 - C/PMCD

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